

Team huddle checklist

Use this modifiable checklist to lead your team through efficient, effective huddles at the beginning of the clinic day or session.

Date:		Start time:	
Huddle leader:			
Team members in attendance: Holliday's Helping Hands, LA Family Housing, LA County			
Check in with the team			
	How is everyone doing?		
	Are there any anticipated staffing issues for the day?		
TOTAL CENSUS IN FACILITY			
HOW MANY ADMISSIONS ARE PLANNED FOR TODAY?			
HOW MANY DISCHARGES ARE PLANNED FOR TODAY?			
	Review today's schedule		
	Identify scheduling opportunities <ul style="list-style-type: none"> Same day Urgent care visits OR Doctor visits requested 		
	Determine any special patient needs for day <ul style="list-style-type: none"> Patients who may require a health educator, social work or behavioral health today? 		
	<ul style="list-style-type: none"> Any special request from clients (i.e. marijuana, alcohol request, etc.)? 		
	<ul style="list-style-type: none"> Did any patient have a room switch? Explain. 		
	<ul style="list-style-type: none"> Any patient(s) that did not sleep that night or had a difficult night? 		
	<ul style="list-style-type: none"> Any incident(s) that happened overnight that need to be reported? 		
<ul style="list-style-type: none"> Any patient(s) sent to the hospital? Why? 			
Any incident that happened with a patient and staff or patient and patient?			

	<ul style="list-style-type: none"> Any unfinished job that needs to be done?
	<ul style="list-style-type: none"> Did any patient refuse care from staff or exhibit any behaviour issues?
	<ul style="list-style-type: none"> Was anything found on patient(s) when searched upon admission and/or during stay
	<ul style="list-style-type: none"> Patient(s) refusing to eat all day or skip meals:
	<ul style="list-style-type: none"> Any new patient(s) that arrived during the shift or should be arriving?
	<ul style="list-style-type: none"> Any incident(s) that happened overnight that need to be reported?
	Identify patients who need care outside of a scheduled visit
	Determine patient needs and follow up <ul style="list-style-type: none"> Patients pending COVID19 test results:
	<ul style="list-style-type: none"> Patients who may need refill on medications:
	Share a shout-out and/or patient compliment:
	Share important reminders about practice changes, policy implementation or downtimes for the day
	End on a positive, team-oriented note <ul style="list-style-type: none"> Thank everyone for being present at the huddle.
	Huddle End Time:

Program Updates:

Other Issues or Concerns: